

**OFFICE OF THE FEDERAL DEFENDER**

EASTERN DISTRICT OF TEXAS

110 NORTH COLLEGE, SUITE 1122

TYLER, TEXAS 75702

JOHN D. McELROY  
FEDERAL DEFENDER

(903) 531-9233  
FAX: (903) 531-9625

**Position Announcement**

**CRIMINAL DEFENSE INVESTIGATOR**

The Federal Public Defender for the Eastern District of Texas seeks a full-time Investigator to join our *Tyler, Texas* office. The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in federal criminal matters in the federal courts.

Our investigators assist attorneys representing indigent clients accused of crimes in federal court. They identify, locate, and interview witnesses; locate and gather records, reports, documents and other factual materials; confer with attorneys to identify and pursue potential legal and factual issues; and interview and maintain contact with clients and family members. The investigators review and analyze discovery; serve subpoenas; have or develop a working knowledge of the Federal Sentencing Guidelines and other related duties as assigned.

**SKILLS REQUIRED:** The successful applicant will possess the ability to establish and maintain good working relationships with individuals and agencies that interact with the office, as well as have the ability to communicate effectively, both orally and in writing. Must be able to conduct interviews, locate fact witnesses and experts. Must have the ability to prepare comprehensive, descriptive written reports. Applicants are expected to know how to screen, evaluate and prepare evidence and exhibits for evidentiary hearings; understand legal terminology; have a working knowledge of the court system; use available resources for locating individuals and relevant information. Must possess strong computer, Internet, office automation skills. Applicants having the ability to perform legal research, prepare legal documents, analyze legal decisions and opinions, and the ability to read and comprehend federal criminal statutes will be strongly considered. Spanish language skills valued, but not required.

**EXPERIENCE REQUIREMENTS:** This position is an entry level position. Must be a high school graduate or equivalent. Education above the high school level may be substituted for some experience. Recent law school graduates are encouraged to apply.

**BACKGROUND CHECKS:** The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is complete. Candidate must be a citizen of the United States.

**SALARY:** JSP 11 to JSP 14. Commensurate with experience and demonstrated ability. Position is subject to EFT (Electronic Funds Transfer) participation for payment of net pay.

**APPLICATION PROCESS:** Qualified applicants are invited to submit their letter of interest, resume and three professional references in a single pdf document to [TXE\\_HR@fd.org](mailto:TXE_HR@fd.org). Preference will be given to resumes received by April 26, 2024. The Texas Eastern Federal Defender may fill current and future positions from this vacancy announcement. No telephone calls please.

*The Office of the Federal Defender for the Eastern District of Texas is an equal opportunity Employer.*